

PROCEDURE FOR OBTAINING A CAMPSITE/SURFACE LEASE ON STATE LANDS

- 1) ANY PERSON DESIRING A CAMPSITE/SURFACE LEASE MUST WRITE TO THE STATE LAND OFFICE, P. O. BOX 44124, BATON ROUGE, LA 70804, REQUESTING THAT CERTAIN LANDS BE OFFERED FOR LEASING, GIVING THEREIN A COMPLETE AND ACCURATE DESCRIPTION OF THE LAND. PLEASE PROVIDE A DAYTIME PHONE NUMBER.
- 2) A CHECK OR MONEY ORDER IN THE AMOUNT OF \$75.00 TENDERED AS A DEPOSIT TO PAY THE ADVERTISING CHARGES MUST BE INCLUDED WITH THE REQUEST. THIS MONEY IS USED TO PAY THE ADVERTISING CHARGES AND ANY REMAINING MONIES, IF ANY, ARE REFUNDED TO THE APPLICANT. SHOULD APPLICANT NOT BE THE SUCCESSFUL BIDDER, THEN THE FULL DEPOSIT IS REFUNDED AND THE SUCCESSFUL BIDDER MUST PAY FOR THE ADVERTISING.
- 3) THE OFFER TO LEASE WILL BE ADVERTISED ONCE A WEEK FOR THREE WEEKS IN THE OFFICIAL PARISH JOURNAL WHEREIN THE PROPERTY IS LOCATED.
- 4) THE ADVERTISEMENT WILL CONTAIN A DESCRIPTION OF THE LAND TO BE LEASED, TERMS OF THE LEASE AND A SPECIFIC DATE AND TIME WHEN SEALED BIDS ARE TO BE OPENED.
- 5) THE APPLICANT IS FURNISHED A COPY OF THE ADVERTISEMENT AND IS NOTIFIED BY CERTIFIED MAIL WHEN THE BID DATE SHALL TAKE PLACE.
- 6) A SEALED BID, INCLUDING A CHECK TO PAY THE FIRST YEAR'S RENTAL, IS THEN MAILED TO THE STATE LAND OFFICE, P. O. BOX 44124, BATON ROUGE, LA 70804 OR DELIVERED TO 1201 NORTH 3RD STREET, SUITE G-150, BATON ROUGE, LA 70802, TO BE OPENED ON THE SPECIFIED HOUR AND DATE MENTIONED IN THE ADVERTISEMENT. THE MINIMUM BID ACCEPTABLE IS AS STIPULATED IN THE OFFER TO LEASE. UNSUCCESSFUL BIDS ARE RETURNED.
- 7) THE ENVELOPE CONTAINING THE BID SHOULD BE MARKED WITH THE WORD "BID" AND THE BID DATE ON THE OUTSIDE OF THE ENVELOPE TO PREVENT IT FROM BEING OPENED WITH THE REGULAR MAIL.
- 8) BIDS ARE OPENED ON THE DATE AND HOUR MENTIONED IN THE ADVERTISEMENT, AND LEASE IS THEN AWARDED TO THE HIGHEST BIDDER.
- 9) A LEASE IS PREPARED IN TRIPPLICATE AND FORWARDED TO THE SUCCESSFUL BIDDER FOR SIGNATURE. ALL COPIES OF THE LEASE CONTRACT ARE TO BE RETURNED TO THE STATE LAND OFFICE FOR FINAL EXECUTION.
- 10) UPON COMPLETION, TWO ORIGINALS OF THE LEASE ARE FORWARDED TO LESSEE, WHO HAS ONE ORIGINAL FILED FOR RECORD IN THE CLERK OF COURT'S OFFICE IN THE PARISH WHEREIN THE LAND IS LOCATED; AND RETAINS ONE ORIGINAL FOR PERSONAL FILES.